

INTERNATIONAL CIVIL AVIATION ORGANIZATION

Contact person for inquiries: \_\_\_\_\_

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Organization: \_\_\_\_\_

**AIR TRANSPORT REPORTING FORM**

State: \_\_\_\_\_

Tel.: \_\_\_\_\_

**AIRPORT TRAFFIC**

Name of airport: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

City name: \_\_\_\_\_ Calendar year: 20 \_\_\_\_

Description a	Aircraft movements Total b	Passengers				Freight (tonnes)			Mail (tonnes)		
		Embarked c	Disembarked d	Total (Col. c + d) e	Direct transit f	Loaded g	Unloaded h	Total i	Loaded j	Unloaded k	Total l
Month _____											
A. Commercial air transport:											
1. International scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. International non-scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Total international (1+2) .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Domestic scheduled and non-scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Total commercial air transport (1+2+4) .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6. All-freight/mail services* .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. All other movements .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Month _____											
A. Commercial air transport:											
1. International scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. International non-scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Total international (1+2) .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Domestic scheduled and non-scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Total commercial air Transport (1+2+4) .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6. All-freight/mail services* .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. All other movements .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Month _____											
A. Commercial air transport:											
1. International scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. International non-scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Total international (1+2) .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Domestic scheduled and non-scheduled .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Total commercial air Transport (1+2+4) .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6. All-freight/mail services* .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. All other movements .....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

\* This traffic is to be included also under Items 1 to 5 (see the reporting instructions).

# Form I — Airport Traffic Reporting Instructions

## FILING REQUIREMENTS

### General

This form is to be used by ICAO Contracting States to report traffic statistics for each of their airports that is open to international commercial traffic. A separate Form I is to be filed regularly for:

- a) each of a State's principal airports having combined traffic of at least 90 per cent of the total international commercial traffic units (scheduled and non-scheduled) of all airports of the State; or
- b) each of a State's airports having no less than 1 000 international traffic units in a year, whichever is less restrictive.

A traffic unit is equivalent to 1 000 passengers or 100 tonnes of freight or mail; direct transit traffic shall not be taken into account for this purpose. These criteria should be applied separately by a State to each of its overseas territories.

A separate summary form (Form I-S) is to be used by States on an annual basis to report the total sum of the commercial air transport traffic figures for all of their airports (including the airports reported on Form I).

### Filing schedule

This form provides sufficient space for reporting statistics for the three consecutive months of each quarter and should be filed with ICAO within two months of the end of March, June, September and December.

If a State cannot file reports quarterly, the following filing schedule may be used. Forms for January to June should be filed before September; those for July to December should be filed before March.

### Electronic filing

If possible, States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or through SITA (YULATYA), or on diskette. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int>) or by contacting the ICAO Secretariat. States that are concerned about the security of the Internet should encode their data using digital identification (encryption).

## STATISTICS TO BE REPORTED

### Columns

**Description (Column a).** An explanation of the statistical data categories contained in Column a is provided below under "Rows".

**Aircraft movements — total (Column b).** Arrivals and departures shall be counted separately, i.e. one arrival and one departure shall be counted as two movements. Local aircraft movements, i.e. movements of aircraft which take off and land at the same airport within a short period of time, may be excluded, in which case this should be noted on the form.

### Passengers (Columns c to f)

*Embarked (Column c).* Enter the number of revenue and non-revenue passengers whose air journey begins at the reporting airport, including the number of disembarked passengers, other than those reported under Column f, who are continuing their air journey.

*Disembarked (Column d).* Enter the number of passengers whose air journey terminates at the reporting airport, including the number of passengers, other than those passengers reported under Column f, who will continue their air journey.

*Total (Column e).* Enter the sum of passengers embarked plus disembarked (Column c plus Column d).

*Direct transit (Column f).* Enter the number of passengers who continue their journey on a flight having the same flight number as the flight on which they arrived. Passengers in direct transit should thus be counted only once. Other transit passengers and stop-over passengers will be counted twice: once as embarked passengers and once as disembarked passengers.

**Freight and mail (tonnes) (Columns g to l).** The number of freight tonnes includes express and diplomatic bags but not passenger baggage. The number of mail tonnes includes all correspondence and other objects tendered by and intended for delivery to postal administrations.

*Loaded and unloaded.* These terms as applied to freight and mail have meanings similar to “embarked” and “disembarked” above.

### Rows

*Note.—* The term “loads” as used below refers to the passengers, freight and mail carried by the aircraft.

### Commercial air transport

*International scheduled (Item 1).* Report under this item the aircraft movements (and loads) of international services provided by flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

*International non-scheduled (Item 2).* Report under this item the aircraft movements (and loads) of international charter and special flights other than those reported under scheduled flights, performed for remuneration on an irregular basis including empty flights related thereto, inclusive tours other than those reported under scheduled services, and blocked-off charters.

*Total international (Item 3).* Report under this item those cases where an airport has both international scheduled traffic and international non-scheduled traffic that cannot be reported separately under Items 1 and 2 above.

*Domestic scheduled and non-scheduled (Item 4).* Report under this item both the scheduled and non-scheduled services of commercial air transport operators only.

*Total commercial air transport (Item 5).* Report under this item international and domestic air transport services, both scheduled and non-scheduled, which are available to the public for the transportation of passengers, mail and/or freight for remuneration.

*All-freight/mail services (Item 6).* Report under this item data concerning flights performed by aircraft carrying loads other than passengers, i.e. freight, mail and unaccompanied baggage. Exclude all flights carrying one or more revenue passengers as well as those listed in schedules as passenger service. All-freight/mail services traffic should also be included in the data on aircraft movements, freight and mail tonnage reported under Items 1 to 5.

### All other movements

Report here all aircraft movements, other than those of commercial air transport. Include commercial activities such as crop dusting, aerial photography, pilot training (at training schools) and business and executive flying, as well as the movements of military aircraft. Although not required, States may report the number of passengers, embarked and disembarked, who are associated with “other movements”.

## DEFINITIONS OF TERMS USED

### Aircraft movements

*International.* All flights of national or foreign aircraft whose origin or destination is located in the territory of a State other than that in which the airport being reported on is located.

*Domestic.* All flights of national or foreign aircraft in which all the airports are located in the territory of the same State.

In both cases the flight shall be considered as consisting of the total of its flight stages (i.e. from take-off to its next landing); technical stops are not taken into account.

**Passenger, freight and mail**

*International.* Applies to passengers, freight and mail disembarked at an airport located in a State other than that of the airport of embarkation, or vice versa.

*Domestic.* Applies to passengers, freight and mail disembarked at an airport located in the State of the airport of embarkation or vice versa.

**UNITS OF MEASUREMENT**

Report metric tonnes to the nearest tenth of a tonne. Use the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes  
1 long ton (2 240 lb) = 1.0160 tonnes.

**SYMBOLS**

Please use the following symbols as necessary in completing this form:

\* estimated data (asterisk immediately following the estimated figure)  
(blank) category not applicable  
na data not available.